

**NOTICE OF MEETING**  
**LONG BEACH CIVIL SERVICE COMMISSION**

THE REGULAR MEETING OF THE LONG BEACH CIVIL SERVICE COMMISSION WILL BE HELD ON WEDNESDAY, JULY 22, 2009, AT 8:00 A.M. IN THE CONFERENCE ROOM OF THE COMMISSION ON THE 7<sup>TH</sup> FLOOR OF CITY HALL, 333 WEST OCEAN BOULEVARD, LONG BEACH.

**A G E N D A**

1. **MINUTES** – Regular Meeting of July 15, 2009
2. **REQUEST FOR TEMPORARY REASSIGNMENT FOR TRAINING** – Sosaiete Tuua, Clerk  
Typist to Construction Inspector, Public Works
  - a. Communication from Cynthia Stafford, Personnel Services Officer, Public Works
  - b. Staff report prepared by Lourdes Ferrer, Personnel Analyst
3. **BULLETIN** – Mechanical Supervisor
4. **EXAMINATION RESULTS**  
Civil Engineer Assistant  
Events Coordinator  
Public Health Nutritionist  
Special Services Officer  
Water Treatment Operator
5. **RETIREMENT** – Robert Fraser/Senior Equipment Operator/Water (28 yrs., 10 mos.)
6. **RESIGNATION** – Melinda Nickelberry/Administrative Analyst III/Financial Management (3 yrs., 1 mo.)
7. **TRANSFERS**  
Portia Smith/Assistant Administrative Analyst II/Health to Assistant Administrative Analyst II/Harbor  
Jessica Stoudenmire/Administrative Analyst III/Public Works to Administrative Analyst III/Water
8. **RESCHEDULE FOR HEARINGS**  
Dismissal Appeal 01-D-89 – Suggested Dates September 16 & 23, 2009 (CSC)  
Dismissal Appeal 19-D-78 – Suggested Dates September 30 & October 14, 2009 (CSC)  
Suspension Appeal 04-S-89 – Suggested Date August 13, 2009 (HO)  
Suspension Appeal 08-S-89 – Suggested Date August 27, 2009 (HO)
9. **MANAGERS' REPORT**
10. **NEW BUSINESS**
11. **COMMENTS FROM PUBLIC** – The Civil Service Commission will hear from members of the public on matters within the Commission's jurisdiction.

**9:00 A.M. - DISMISSAL HEARING 30-D-78**

**THIS INFORMATION IS AVAILABLE IN AN ALTERNATIVE FORMAT BY REQUEST TO CIVIL SERVICE AT (562) 570-6059.**

**"THE CITY OF LONG BEACH INTENDS TO PROVIDE REASONABLE ACCOMMODATIONS IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. IF A SPECIAL ACCOMMODATION IS DESIRED, PLEASE CALL CIVIL SERVICE 48 HOURS PRIOR TO THE EVENT/PROGRAM/SERVICE AT (562) 570-6059".**

**LONG BEACH CIVIL SERVICE COMMISSION  
MARY ISLAS, PRESIDENT  
JULY 15, 2009**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, July 15, 2009, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

**MEMBERS PRESENT:** Mary Islas, F. Phil Infelise, Ahmed Saafir, Jeanne Karatsu, Douglas Haubert

**MEMBER EXCUSED:**

**OTHERS PRESENT:** Mario R. Beas, Executive Director & Secretary  
Diane Dzodin, Administrative Officer  
Marilyn Hall, Executive Assistant  
Salvador Ambriz, Personnel Analyst  
Debbie McCluster, Personnel Analyst  
Caprice McDonald, Personnel Analyst  
Robert Pfingsthorn, Personnel Analyst  
Lourdes Ferrer, Personnel Analyst  
Donna de Araujo, Assistant Administrative Analyst  
Ken Walker, Personnel Operations Manager, Human Resources

**President Mary Islas presided.**

**MINUTES:** It was moved by Commissioner Saafir, seconded by Commissioner Infelise and carried that the minutes of the regular meeting of July 8, 2009, be approved as prepared. The motion carried by a unanimous roll call vote.

**REQUEST TO EXTEND  
PROVISIONAL APPOINTMENT:** **MARK WINCHESTER/GARAGE SERVICE ATTENDANT  
LONG BEACH GAS AND OIL**

The Secretary presented a staff report prepared by Sal Ambriz, Personnel Analyst, requesting Commission approval to extend the provisional appointment for Mark Winchester, Garage Service Attendant for 150 days, until an eligible list is established. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Haubert and carried that the request to extend the provisional appointment for Mark Winchester be approved in accordance with Section 49 of the Civil Service Rules and Regulations. The motion carried unanimously.

**REQUEST TO EXTEND  
REASSIGNMENT FOR  
REHABILITATION:**

**CARLOS RIVERS/CLERK TYPIST/PUBLIC WORKS**

The Secretary presented a communication from Suzanne Mason, Director of Human Resources, requesting Commission approval to extend the temporary reassignment for rehabilitation for Carlos Rivers, Traffic Painter to the classification of Clerk Typist for a period of six months. In addition, the Secretary presented a staff report prepared by Deborah McCluster, Personnel Analyst. Russ Ficker, Administrative Analyst, Public Works and Ken Walker, Manager, Personnel Operations, Human Resources answered questions regarding this matter. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Karatsu and carried that the request to extend the temporary reassignment for training for Carlos Rivers for six months be approved in accordance with Section 63(5) of the Civil Service Rules and Regulations. The motion carried unanimously.

**REQUEST FOR ORDER OF  
LAYOFF:**

The Secretary presented an Order of Layoff to the Commission for the Public Health Nurse Supervisor, Maintenance Assistant, Public Health Professional and Community Worker classifications. In addition, the Secretary presented a staff report prepared by Diane Dzodin, Administrative Officer. Ms. Dzodin briefed the Commission regarding the layoffs. Ken Walker, Manager, Personnel Operations, Human Resources and Roberto Uranga, Personnel Services Officer, Health and Human Services, answered questions regarding this matter. After discussion, it was moved by Commissioner Karatsu, seconded by Commissioner Haubert and carried to approve the Order of Layoff as prepared and to forward it to the City Manager. The motion carried unanimously.

**BULLETIN:**

**PERSONNEL ANALYST**

It was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that the subject Job Opportunity Bulletin be approved. The motion carried by a unanimous roll call vote.

**EXAMINATION RESULTS:**

It was moved by Commissioner Saafir, seconded by Commissioner Haubert and carried that the following examination results be approved. The motion carried by a unanimous roll call vote.

Civil Engineer – 8 Applied, 8 Qualified  
Construction Inspector – 55 Applied, 17 Qualified  
Environmental Specialist Associate – 24 Applied, 4 Qualified  
Recreation Assistant – 212 Applied, 61 Qualified  
Sr. Program Manager – Water – 3 Applied, 1 Qualified  
Water Treatment Operator – 27 Applied, 7 Qualified

**EXTENSION OF EXPIRING  
ELIGIBLE LISTS:**

**SPECIAL SERVICES OFFICER**

It was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that the subject eligible list be extended for an additional six months. The motion carried by a unanimous roll call vote.

**RETIREMENTS:**

It was moved by Commissioner Infelise, seconded by Commissioner Haubert and carried that the following retirements be received and filed. The motion carried by a unanimous roll call vote.

Teresa Corrigan/Clerk Typist II/Parks, Recreation & Marine  
Nancy Lewis/Public Health Nurse III/Health

**DISABILITY RETIREMENT:**

**LINDA GREEN/ADMINISTRATIVE AIDE/PARKS,  
RECREATION AND MARINE**

It was moved by Commissioner Infelise, seconded by Commissioner Saafir and carried that the subject disability retirement be received and filed. The motion carried by a unanimous roll call vote.

**RESIGNATION:**

**NATALIE BEAM/DEPARTMENT LIBRARIAN/LIBRARY**

It was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that the following resignations be received and filed. The motion carried by a unanimous roll call vote.

**NEW BUSINESS:**

The Commission had no new business.

**MANAGERS' REPORT:**

Diane Dzodin, Administrative Officer, informed the Commission that Melinda George, Deputy Director, was at the Long Beach Airport conducting Civil Service 101 Training.

The Secretary congratulated staff that received quarterly awards at last week's Commission meeting. The Secretary also briefed the Commission regarding City Council discussion on the budget and provided it with a handout from the Council meeting regarding the budget from the Tuesday, July 14, 2009, City Council meeting.

**ADJOURNMENT:**

There being no further business before the Commission, President Islas adjourned the meeting.

A handwritten signature in black ink, appearing to read 'Mario R. Beas', with a stylized flourish extending from the end.

MARIO R. BEAS  
Secretary

MRB:meh



RECEIVED

2009 JUL 10 AM 9:24

CIVIL SERVICE DEPT.

**Date:** July 9, 2009

**To:** Civil Service Commission

**From:** Cynthia A. Stafford, Personnel Services Officer, Public Works

**Subject:** **TEMPORARY REASSIGNMENT FOR TRAINING OF SOSAIETE TUUA, CLERK  
TYPIST TO CONSTRUCTION INSPECTOR**

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The Public Works Department is requesting the temporary reassignment of Sosaite Tuua, Clerk Typist, Engineering Bureau, to the position of Construction Inspector, Engineering Bureau, for the purpose of training and development in accordance with Article VI, Section 63(3) of the Civil Service Rules and Regulations.

The Civil Service Commission approved the original request for the temporary reassignment of Ms. Tuua on July 25, 2007, and a subsequent request July 16, 2008. The Commission was advised the Public Works Department anticipated Ms. Tuua's training would last a minimum of two years, potentially up to four years, depending on Ms. Tuua's ability to complete two years of related education and qualify to file for the Construction Inspector examination. This request is to temporarily reassign Ms. Tuua to the position of Construction Inspector for a third year of training and development.

To date, Ms. Tuua has completed 35 units of coursework in the Public Works program at Santiago Canyon College. Three of Ms. Tuua's units were completed during her second year of reassignment for training as a Construction Inspector.

The Construction Management Division has included a proposed training plan outline for Ms. Tuua's third year of reassignment should the Commission approve this request. At the conclusion of Ms. Tuua's third year of reassignment for training, she will qualify to file for the Construction Inspector examination.

Ms. Tuua understands the reassignment for training is temporary and does not guarantee permanent placement in the Construction Inspector classification.

If you have any questions, please contact Cynthia Stafford at (562) 570-4686.

CAS

1 **DATE:** July 22, 2009

2 **TO:** Civil Service Commission

3 **FROM:** Lourdes Ferrer, Personnel Analyst 

4 **SUBJECT: REQUEST FOR REASSIGNMENT FOR TRAINING — SOSAIETE**  
5 **TUUA – CLERK TYPIST TO CONSTRUCTION INSPECTOR**

6 Correspondence has been received from Cynthia Stafford, Personnel Services Officer,  
7 Public Works Department requesting Civil Service Commission authorization to  
8 reassign Ms. Sosaiete Tuua, a current Clerk Typist, for the purpose of training and  
9 development to the classification of Construction Inspector. Staff has reviewed this  
10 request and recommends Commission approval of this reassignment in accordance  
11 with Article VI, Section 63(3) of the Civil Service Rules and Regulations and Policy  
12 1.20 of the Civil Service Commission Policies and Procedures.

13  
14 **Facts for Consideration:**

- 15 • On July 25, 2007, the Commission approved the temporary reassignment of  
16 Sosaiete Tuua, from Clerk Typist in the Department of Public Works to the  
17 classification of Construction Inspector, for the purpose of training and  
18 development. The assignment allowed Ms. Tuua the opportunity to work under the  
19 guidance of staff from the Department of Public Works Management Construction  
20 Division.
- 21 • At that time, the Commission was advised that Ms. Tuua might require time beyond  
22 the one-year reassignment to meet the minimum requirements for Construction  
23 Inspector and that Public Works was aware that the training would last at least two  
24 years and up to four years, dependent on Ms. Tuua's ability to complete her  
25 education program and subsequently meet minimum requirements for the  
Construction Inspector examination.

- 1 • On July 16, 2008 the Commission extended Ms. Tuua's reassignment for an  
2 additional year.
- 3 • The updated Training Plan submitted by the Department of Public Works describes  
4 the goals and objectives, training methods, and criteria necessary to measure the  
5 satisfactory completion of the training plan within the next year. During the  
6 reassignment, Ms. Tuua will continue to work in the Engineering Bureau under the  
7 supervision of a Construction Inspector II, Principal Construction Inspector or Chief  
8 Construction Inspector. She will continue to be trained in the proper methods of  
9 inspecting and administering contracts assigned to an entry level Construction  
10 Inspector I.
- 11 • Ms. Tuua's current reassignment for training is due to expire July 27, 2009. A new  
12 reassignment for training, for a one year maximum, would allow Ms. Tuua to  
13 continue training and meet the minimum requirements for Construction Inspector.
- 14 • Once Ms. Tuua meets the requirements to file for Construction Inspector, she will  
15 be eligible to apply and be considered for appointment as a Construction Inspector.

16  
17 Staff has informed the Public Works Department that this request will be on today's  
18 agenda and representatives will be present to respond to any questions.  
19  
20  
21  
22

23 LF- Reassignment for Training (PW: TUUA)  
24  
25

# MECHANICAL SUPERVISOR

Job Number: 119

## **SALARY RANGE:**

\$2,109.12 to \$2,866.72 Biweekly

\$4,585.00 to \$6,233.00 Monthly

**Applications available: 7:30 a.m. to 4:30 p.m., July 24, 2009 through August 3, 2009. Completed applications and supplemental applications must be received in the Civil Service Department by 4:30 p.m., August 3, 2009. Postmarks will not be accepted.**

**REQUIREMENTS TO FILE:** Four years of recent (full-time equivalent) experience in the maintenance, repair, installation, and operation of mechanical and electrical systems and associated controls. This experience must include: the installation and maintenance of heating, air conditioning, ventilation and refrigeration equipment. Two years of recent (full-time equivalent) experience in the supervision of staff performing the maintenance, repair, installation, and operation of mechanical and electrical systems and associated controls may be substituted for two years of the required experience.

Willingness to work any shift assignment, including days, swing and graveyard, holidays and weekends, as needed, and be available for overtime and call-outs.

Proof of a valid motor vehicle operator's license and a current DMV driving record must be submitted to the hiring department at time of selection interview.

Some positions may require the ability to use a personal computer, including the knowledge of computer applications such as Microsoft Office or other related software.

Candidates appointed to positions at the Long Beach Airport will be required to pass a Transportation Security Administration (TSA) background investigation, as well as an air-field driving test.

**DESIRABLE QUALIFICATIONS:** Recent experience as a supervisor of employees skilled on the maintenance of heating, ventilation, air conditioning, and refrigeration equipment and/or systems; possession of a Building Operator's Certificate.

**\*Applications will not be processed until all required proofs are received. Any required proofs, such as**

**diplomas, transcripts, or certificates, must be received in the Civil Service Department by 11:59 p.m., August 10, 2009.**

**EXAMPLES OF DUTIES:** Under direction, plans and supervises the maintenance of mechanical systems and associated controls in City facilities and building complexes; plans, supervises, and/or performs the installation and maintenance of heating, ventilating, air conditioning and electrical systems; ensures that systems and associated controls constructed and maintained for the City under private contract conform to specifications; ensures that building complexes and appurtenances are appropriately maintained; prepares or assists in the preparation of contract specifications for the alteration, repair, or maintenance of building complex facilities; develops and maintains safe working practices and enforces strict conformance to safety regulations; selects, trains, assigns, and evaluates, the work of assigned personnel; maintains records and prepares reports; may assist in the development and management of a budget; performs other related duties as required.

## **SELECTION PROCEDURE:**

Screening of applicants will be conducted on the basis of applications and required supplemental applications submitted. Only those candidates showing the strongest backgrounds on the basis of a comparative analysis will be invited to the oral examination.

## **EXAMINATION WEIGHTS:**

Application/Supplemental Applications.....Qualifying  
Oral Examination.....100%  
A minimum rating of 70 must be attained to pass the examination. Based on the number of applications accepted, the selection procedure may be changed. In the event a revision is necessary, the affected persons will be notified.

**If you have not received notification by August 19, 2009 contact the Civil Service Department at (562) 570-6202.**

This information is available in an alternative format by request at (562) 570-6202.

J.O.B. 119-09 L21NN-09 LF MS

7/22/09